



New Construction Application

Pine Hollow II
Property Owner's
Association, Inc.

New Construction Change Order

The Pine Hollow Phases III & IV community is pleased to work with you as you begin your project as owner or builder. Members of the property owner's association are proud of their community and have set high standards for new construction and renovation projects. Please don't hesitate to contact us with your questions or concerns.

Owner Name:	
Building Address:	Lot #:
Homeowner Information	Contractor Information
Name:	Name:
Address:	Address:
City/State/Zip:	City/State/Zip:
Phone:	Phone:
Email:	Email:
Project Manager*:	Phone:
Anticipated Start Date:	Anticipated Completion Date:
<i>Brief Description of New Construction or Change Order</i>	
Owner Signature:	Submittal Date:

* One person (Project Manager) must be designated by the owner to represent to the project. This person is hereby authorized by the owner to represent the owner's interest before the ARC.

The ARC reviews construction plans and home sites for compliance with the Declaration of Covenants, Conditions and Restrictions of Pine Hollow II and the Architectural Standards. It does not review plans or sites for structural integrity, safety, workmanship, or financial return.

New Construction - Review Checklist

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Pine Hollow II
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Owner:
Contractor:
Project Manager:

			ARC		
			YES	NO	NOTES
1.	Applications				
	1.1 New Construction Application				
	1.2 Contractor's Construction Application				
	a. Copy of Valid Contractor's License				
	b. Proof of Workers' Comp. Ins.				
	c. Gen. Liability Certificate of Ins.				
2.	Plan Submittals				
	2.1 Plot Plan (2 Hard Copies- Signed & Sealed, or 1 Electronic Copy)				
	a. Site Coverage with Use Calculations Displayed				
	b. Building Locations				
	c. North Arrow				
	d. Building Envelope				
	e. Required Setbacks				
	f. Diveway, Sidewalks, and Hardscape				
	g. Parking Area				
	h. Utility and Equipment Locations				
	1. Well & Septic				
	2. A/C Units				
	3. Water Treatment Systems				
	i. Structure Locations on Adjacent Lots				
	2.2 Architectural Plans (2 Hard Copies, or 1 Electronic Copy)				
	a. Dimensional floor plans				
	b. All building elevations with heights				
	c. Roof Plan				
	d. Foundation Plan				
	2.3 Landscape Plans				
	a. Existing & Post Construction grades/drainage with Gutters				
	b. Existing & Post Construction Tree Survey				
	c. Landscape Lighting				
	d. Retaining Walls				
	e. Type, Number, and Size of plants				

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Owner:
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Project Manager:

			ARC		
			YES	NO	NOTES
		2.4 Exterior Materials Display Board or Catalog Cut Out depicting Design & Color Details			
	a.	Siding			
	b.	Roofing			
	c.	Garage Doors			
	d.	Trim, Soffit, and Facia			
	e.	Accessory material i.e. rock			
	f.	Deck and railing			
	3.	Deposits Paid			
	a.	\$5,000 New Construction Deposit			

* End of Application *

ARC Documentation & Additional Notes